

CHAPTER 24

OVERTIME

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ANNEX

A – DEPARTMENTAL CLASSIFICATIONS ASSIGNED TO WORKWEEK GROUPS E AND SE

CHAPTER 24
REVISED OCTOBER 2004
OVERTIME

1. EMPLOYEES' WORKDAY, WORKWEEK, WORK PERIOD.

a. Responsibility of Commander. Commanders shall establish a workday for all employees.

b. Definition of a Workday. The workday for all employees shall commence at the start of the employee's shift and end 24 hours later. When an employee's shift assignment is changed (i.e., days to evenings, evenings to nights), the employee's new workday will be established on the day commencing with the new shift, and run for a period of 24 hours.

c. Definition of a Workweek. A workweek is a fixed and regularly occurring seven consecutive-day period. The standard seven-day, 40-hour workweek in the Department begins on Sunday at each employee's shift start time and ends seven consecutive 24-hour periods later. When the employee's shift start time is changed on any day except Sunday, the new seven consecutive 24-hour periods do not begin until the new time on the Sunday following the change. (For alternate workweek employees, refer to Chapter 28.) The beginning of a workweek may be changed if the change is intended to be permanent and it is not designed to evade the overtime provisions of the Fair Labor Standards Act (FLSA.)

d. Definition of a Work Period - Sergeant and Officer, CHP. Section 7K of the FLSA permits employers of law enforcement personnel to establish a work period of 28 consecutive 24-hour periods instead of the standard seven-day, 40-hour workweek. A work period is a regular and recurring 28 consecutive-day period used for scheduling and the computation of overtime under the FLSA. It begins at each employee's shift start time and ends 28 consecutive 24-hour periods later. (For a schedule of 28-day work periods, refer to Chapter 28.) The work period may be changed if the change is intended to be permanent and is not designed to evade the overtime provisions of the FLSA.

2. DEFINITION OF OVERTIME. Overtime is authorized time worked in excess of the regularly scheduled workweek or work period as defined under Work Week Groups (paragraph 4) and Travel Time (Regular Overtime and Call Back, paragraph 8).

3. MAXIMUM WORK HOURS - UNIFORMED EMPLOYEES.

- a. For the purpose of assigning voluntary overtime details, uniformed employees shall not be considered available if the assignment would result in the employee working more than 16.5 hours in any 24-hour period.
- b. In calculating the number of hours projected to be worked in any 24-hour period, scheduled work shifts shall take precedence over voluntary overtime details.
- c. Exceptions may be made for exigent or emergency situations and shall be approved by the employee's supervisor.
- d. These limitations are in addition to the driving time restrictions described in the HPM 11.1 (Administrative Procedures Manual), Chapter 2 (Travel Expense).

4. WORK WEEK GROUPS (WWG).

- a. All classifications in the Department are assigned to either WWG 2, WWG E or WWG SE.

- b. WWG 2.

(1) Employees in WWG 2 classifications are subject to the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (FLSA). Classifications that are not listed under WWG E and WWG SE (refer to Annex 24-A) are assigned to WWG 2.

(a) Overtime for employees in nonuniformed classifications is defined as all hours worked in excess of 40 hours in a regular workweek.

(b) Overtime for sergeants and officers is defined as all hours worked in excess of 170 hours for employees on the eight and one-half (8½) hour schedule, or ten and one-half (10½) hour schedule, and 171 hours for employees on the nine and one-half (9½) hour schedule in a 28-day work period. Each employee working the 9½ hour schedule shall be credited with either one-half hour or one hour of compensating time off (CTO) at straight time for time worked more than 170 hours but less than 171 hours every 28-day work period. In addition, provisions of the Bargaining Unit (BU) 5 agreement require that all hours worked over the normal scheduled workday will be credited as overtime.

(2) Hours Worked. Under the provisions of the BU agreements and applicable state regulations, paid leave is considered time worked when determining if an overtime payment obligation is incurred. (Refer to the appropriate BU agreement.)

(3) Overtime Authorization. An employee shall not work overtime unless ordered to do so by his/her supervisor. A supervisor shall not allow an employee to perform overtime work without prior authorization and shall take steps to prevent unauthorized overtime from being worked.

(4) Overtime Credit. Overtime will be credited on a one-quarter hour basis with a full quarter hour credit to be granted if half or more of the period is worked. Smaller fractional units will not be accumulated.

(5) Overtime Compensation. The method of compensation (cash or CTO) for FLSA overtime worked shall be at the discretion of the appointing power pursuant to BU agreement provisions, and in accordance with the following:

(a) Cash compensation may be authorized and the rate of cash compensation paid for overtime shall be one and one-half times the hourly equivalent of the employee's salary as of the time the overtime was worked.

(b) CTO may be authorized in lieu of cash compensation and is earned at one and one-half times the number of hours worked.

(c) Upon termination of employment, unused CTO shall be paid in cash at a rate not less than the average regular rate received by the employee during the last three (3) years, or the final regular rate received by the employee, whichever is higher.

c. WWG E and SE.

(1) Employees in WWG E and SE are exempt from FLSA. (Refer to Annex 24-A for a list of WWG E and SE departmental classifications.)

(a) Work Policy for FLSA Exempt Employees. State employees who are exempt from FLSA are not hourly workers. The compensation they receive from the state is based on the premise that they are expected to work as many hours as is necessary to provide the public services for which they were hired. Consistent with the professional status of these employees, they are accountable for their work product and for meeting the objectives of the agency for which they work.

1 Management determines the product, services and standards which must be met by FLSA exempt employees (consistent with the current BU agreements).

2 The salary paid to FLSA exempt employees is full compensation for all hours worked in providing the product or service.

3 FLSA exempt employees are not authorized to receive any form of overtime compensation, whether formal or informal.

4 FLSA exempt employees are expected to work within reason as many hours as necessary to accomplish their assignments or fulfill their responsibilities.

5 Consistent with the services which management has determined must be provided, FLSA exempt employees are to be given discretion in establishing their work hours. Employees are responsible for keeping management apprised of their schedule and whereabouts, must receive approval from management for the use of formal leave (e.g., vacation, sick leave, personal leave) and for absences of one day or more, and must respond to directions from management to complete work assignments by specific deadlines.

6 Consistent with the salaried nature of FLSA exempt employees, these employees:

a Shall not be charged any paid leave for absences in less than whole day increments.

b Shall not be docked for absences of less than a day.

c Shall not be suspended for five days or less when facing discipline.

d Shall not have absences of less than a day recorded for attendance record keeping or compensation purposes.

(b) FLSA exempt employees are expected to be at their work place during their usual work hours and to keep their supervisors informed of where and how they can be reached when they are away from the work place. Employees will provide their supervisors with an itinerary when requested.

(c) Management approval of all full-day absences is required.

(d) No formal or informal record of time worked shall be kept for payroll and attendance purposes.

(2) FLSA exempt employee pay differential for extremely arduous work and emergencies. (Refer to BU agreements for represented employees in WWG E and SE.) Excluded employees in WWG E and SE who are in classifications exempt from FLSA may be granted a pay differential for extremely arduous work and emergencies.

(a) Rate: \$300 per workweek, up to \$1,200 total per pay period. Any workweek that overlaps months should be counted in the month that the workweek ends. An employee may be paid \$300, \$600, \$900, or \$1,200 per pay period.

(b) At the discretion of the appointing authority, excluded employees who are exempt from FLSA shall be eligible to receive the differential when performing arduous work that exceeds the normal demands of state service employment. Unless performing work in response to an emergency declared by the Governor, excluded employees (except CEAs and employees exempt from civil service) are eligible for this pay differential for up to four months per fiscal year (or per event for emergencies involving loss of life or property). All of the following conditions must be met in order to apply this pay differential:

1 Appropriate Duties. The duties and responsibilities may not include work that is covered by the provisions of FLSA.

2 Nonnegotiable Deadline or Extreme Urgency. The work must have a deadline or completion date that cannot be controlled by the employee or his/her supervisor, or must constitute an extreme urgency. The deadline or extreme urgency must impose upon the employee an immediate and urgent demand for his/her work that cannot be avoided or mitigated by planning, rescheduling, postponement or rearrangement of work, or modification of deadline (e.g., preparing and presenting to the Governor's Office, Legislature or Legislative Committees fiscal/line item analysis or budgetary information concerning the state budget by a specific date).

3 Work Exceeds Normal Work Hours and Normal Productivity. The work must be extraordinarily demanding and time consuming, and of a nature that it significantly exceeds the normal workweek and work productivity expectations of the employee's work assignment. Employees who are excluded from FLSA are expected to work variable work schedules as necessary to meet the demands of the job. They may regularly be required to work more than 40 hours per week to complete their work. This pay differential is not intended for

employees who regularly or occasionally work in excess of the normal workweek to meet normal workload demands. It is intended where in addition to working a significant number of hours in excess of the normal workweek, there is a demand for and achievement of greater productivity or result.

4 Work is Unavoidable. The work must be of a nature that it cannot be postponed, redistributed, modified, reassigned or otherwise changed in any way to provide relief.

5 Work Involves Extremely Heavy Workload. The work is of a nature that it cannot be organized or planned to enable time off in exchange for the extra hours worked. The absence from work would cause difficulty or hardship on others and would result in other critical work not being completed (e.g., in an emergency involving extreme health, safety and/or cost consequence, an employee may be required to work evenings and weekends for several weeks, averaging more hours of work than can be scheduled/arranged for time off). Occasional heavy workload of less than 14 days in duration would not normally satisfy this requirement because time off can be arranged as compensation for this demand.

6 No Other Compensation. The employee who is receiving this pay differential is not eligible for any other additional compensation for the type and nature of the above described work.

7 Circumstances that Support this Pay Differential Must Be Documented. The Department must maintain records of the employees and amounts paid in each pay period, and a brief description of the circumstances for which the differential was provided.

(c) The Department is delegated responsibility for the review and approval of payment. The review should occur after the work is completed to ensure that all of the conditions that warrant the pay differential were present. Application of the pay differential provisions is subject to audit or review by the Department of Personnel Administration as necessary.

(d) This pay differential is not intended as additional compensation for overtime work. WWG E and SE neither allows for nor recognizes hourly work and/or hourly compensation. Avoidance of hourly employment practices is necessary to avoid violation of FLSA. Recognition of overtime for these employees would constitute a violation of the assigned workweek

group and could potentially cause liability for each and every hour of work in excess of a 40-hour workweek. On this basis, the pay differential is intended only when the volume of work (irrespective of the exact number of hours) clearly exceeds the normally expected amount of work for persons in the classification, and when failure to provide additional compensation causes an inequitable and unfair situation.

5. APPROVAL OF OVERTIME.

a. Division Chiefs' Responsibility. Division Chiefs shall:

(1) Review overtime procedures within their commands at frequent intervals to assure compliance with WWG provisions, BU agreements and departmental policies and procedures.

(2) Review CTO balances for employees and implement a plan to ensure that CTO balances do not exceed the maximum cap per BU agreements.

b. Commanders' Responsibility. Commanders shall be responsible for the legality, validity, recording, and control of all overtime (paid or CTO) claimed by employees within their commands.

c. Method of Compensation.

(1) Employees in WWG 2 may request either CTO or cash payment as the method of compensation for overtime worked. The decision on the method of compensation shall be at the discretion of the commander. Equitable allocation of available funds and the feasibility of granting CTO shall be considered in determining and approving the method of compensation.

(2) It is departmental policy that CTO be authorized when sergeants are required to work overtime performing any of the duties listed below. CTO will be authorized for officers in accordance with the BU 5 agreement.

(a) When in travel status not connected with enforcement duties, e.g., travel to or from the Academy or other school for the purpose of training. (Travel in conjunction with a court appearance is considered an enforcement duty.)

- (b) When in training status, e.g., monthly unit organization meetings or other required training conducted at command level.
- (c) When assigned to desk or office duties. (Public Affairs Officers, headquarters assignments, etc., are considered to be desk or office duties.)
- (d) When participating in monthly pistol qualifications. (Overtime is not authorized for participation or attendance at competitive pistol matches.)
- (e) When instructing at the Academy or other school as required by the Department.

6. AUTHORIZATION AND REQUIREMENTS FOR PAID OVERTIME AND CTO.

a. WWG and BU Agreement Requirements. Employees shall be compensated for overtime worked in accordance with WWG 2 provisions and their BU agreement. If there is a conflict between the WWG provisions and the BU agreement, the agreement is controlling, except for the mandatory FLSA provisions of WWG 2. Employees in WWG E and SE are not eligible for any overtime compensation.

b. Cash Payment for Overtime Worked.

- (1) Authorization for cash payment for overtime worked by any employee must be established in advance.
- (2) Cash payment for overtime earned is subject to the availability of funds.
- (3) Employees choosing CTO as the method of compensation for overtime earned may not elect to be paid for the overtime at a later date.
- (4) Paid overtime is not subject to a maximum hourly rate. The only deductions made from overtime pay warrants are for federal and state withholding tax and social security/medicare, except for employees who are not subject to social security/medicare or have reached the maximum for the tax year. Public Employees' Retirement System (PERS) deductions are made from holiday pay for Public Safety Dispatcher I and II, and Public Safety Dispatcher Supervisor I and II.

c. CTO for Overtime Worked.

(1) Accumulation of CTO shall be kept to a minimum. Excluded employees may only accrue up to 240 hours of CTO with the exception of sergeants. Sergeants may accrue up to 480 hours; hours in excess of 480 hours shall be converted to paid overtime as provided in the BU 5 agreement. For represented employees refer to applicable BU agreements.

(2) Commanders shall monitor CTO accumulation and usage for their employees in order to keep excess balances to a minimum. Care shall be taken to ensure that nonuniformed excluded employees use CTO within 12 pay periods from the pay period in which it was earned and that represented employees use CTO in accordance with their BU agreement.

(3) The California Code of Regulations provides that excluded employees may use CTO in units of one-eighth hour or multiples thereof. Commanders shall, whenever possible and when the efficiency of the departmental operation will not be seriously impaired, schedule CTO in increments of eight hours, although increments of less than eight hours may be permitted. (Refer to BU agreements for represented employees.)

(4) Scheduling of when CTO credits may be used shall be at the discretion of the commander.

(5) Commanders may order that CTO credits be used unless prohibited by a BU agreement. The employee should be given reasonable advance notice (at least 24 hours).

(6) CTO credits earned by an employee cannot be transferred to another employee, unless specifically provided by BU agreement, catastrophic leave policy, or transfer of leave credits for family members. (Refer to Chapter 13.)

(7) CTO credits shall not be used before they are earned.

d. CHP 415, Daily Field Record. A CHP 415 shall be completed by officers and sergeants, reporting all overtime worked by the category necessitating the overtime assignment. (Refer to HPM 40.71, CHP 415 User's Manual).

e. Daylight Saving/Standard Time Change. No charge for time off is made for the one hour not worked by employees when Standard Time changes to Daylight Saving Time in April. Overtime is credited for the additional hour worked by employees when Daylight Saving Time reverts to Standard Time in October. (Refer to Chapter 28.)

f. Patrol Augmentation. Overtime shall not be authorized to augment patrol strength to meet a continuing problem without prior authorization by the Commissioner. Deployment during a maximum enforcement period is not augmentation.

g. "On Call" or "Standby". Except as provided in a BU agreement, no overtime or work time credit is accrued when an employee is "on call." An employee is considered as being "on call" when assigned to be available for emergency calls during a period other than his/her work schedule. If an employee responds to an emergency call, the time is covered in accordance with provisions of call back time.

h. Funerals. Overtime credit for attendance at funerals when directed by the Commissioner may be allowed only to employees assigned to perform honorary functions such as departmental representative, honor guard, escort duty, or pallbearer. (Refer to GO 70.3, Funerals and Special Ceremonies – CHP Participation.)

i. Rest Periods (Public Safety Dispatchers). Public Safety Dispatchers (PSDs) should take rest periods as described in Chapter 23. However, if operating needs cause the PSD to miss two of the rest periods in their entirety (at least thirty minutes) he/she shall be compensated for one-half hour at the rate of one and one-half times the hourly rate of pay.

7. OVERTIME ACCRUAL IN THE SAME WORKDAY AS LEAVE CREDIT USED.

a. Policy.

(1) Employees should not accrue overtime in the same day as scheduled leave credits are used.

(2) In those instances when overtime is unavoidable and is worked on the same day as leave credits are used, the number of hours of actual work shall be added to the time which an employee is excused because of sick leave, vacation/annual leave, personal leave, or CTO.

b. Examples of Policy Application. Following are examples of interpretation of the policy:

(1) The employee's normal shift is 0800 to 1645 hours. Two hours of sick leave are charged from 1000 to 1200 hours. The employee is required to work until 1845 hours, two hours beyond the end of the shift. The employee is credited with two hours overtime and two hours sick leave is charged to the employee's balance. The employee's time for that workday would be recorded as six hours regular time, two hours sick leave and two hours overtime.

(2) The employee's normal shift is 1345 to 2215 hours. One hour vacation is charged from 1345 to 1445 hours. The employee is required to work until 2345 hours, one and one-half hours beyond the end of the shift. One hour vacation is charged to the employee's balance. The employee's time for that workday would be recorded as seven hours regular time, one hour vacation and one and one-half hours overtime.

8. TRAVEL TIME (REGULAR OVERTIME AND CALL BACK).

- a. Represented Employees. Refer to BU agreements for represented employees.
- b. WWG 2 Employees. The travel time of employees in WWG 2 shall only be considered as time worked if it meets the definitions and requirements of travel time in Sections 785.34 through 785.41 of Title 29 of the Code of Federal Regulations.
- c. Home to Work. Ordinary travel from home to work is not counted as time worked. An employee who travels from home before their regular workday and returns home at the end of their workday is engaged in ordinary home to work travel. This is true whether the employee works at a fixed location or at a different job site each day.
- d. Call Back Travel. Refer to paragraph 9 when a call back to work results in the employee making an additional trip above that which would have had to be made for the regularly scheduled shift.
- e. Job Site to Job Site. Time spent by an employee in travel from job site to job site during the workday must be counted as hours worked.
- f. One-Day Travel to Another City. Generally on one-day travel to another city, most of the time is counted as hours worked.

(1) Travel by Public Transportation. On one-day travel to another city, when the employee is using public transit, hours counted as time worked will start at the time the employee is required to be at the departure location of the public transportation.

Example: An employee who works in Sacramento with regular working hours of 0800 to 1700 hours, with a one-hour lunch period, is directed to work in Los Angeles the next day. The employee leaves home at 0615 hours and is required to check in for the flight at 0700 hours. The employee works until 1700 hours and returns to Sacramento on a flight arriving at 1915 hours. This is not regarded as ordinary home to work travel and the time between 0700 and 1915 hours minus one hour for lunch (11.25 hours) is counted as time

worked. The travel time to and from the airport is ordinary home-to-work and work-to-home travel. However, when the public transit is located more than 25 miles from the employee's regular work place and the employee is also required to travel more than 25 miles from home, the compensable time clock starts at the 26th mile; likewise, the trip home at the end of the day is compensable until the employee is within 25 miles of home.

(2) Deduction of Commute and Lunch Time. When an employee travels on a one-day assignment to another city, the employee's normal commute time and lunch period may be deducted from hours counted as time worked.

Example: An employee who works in San Francisco with regular working hours of 0800 to 1700 hours, with a one-hour lunch period, is directed to work in Sacramento the next day. The employee's normal commute time is 30 minutes each way to and from the regular work site. The employee leaves at 0600 hours and drives a state (or private) car to Sacramento, arriving at 0800 hours. The employee takes the regular one-hour lunch and works until 1700 hours. The employee then drives back to San Francisco, arriving home at 1900 hours. Again, this travel is not regarded as ordinary home to work travel and the time between 0600 and 1900 hours minus one hour commute time and one hour lunch time (11 hours) is counted as hours worked.

g. Overnight Travel to Another City. Travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile is not counted as hours worked. However, the travel time of the driver of an automobile, is counted as hours worked. If the travel away from home occurs during the employee's normal working hours, including travel on holidays, weekends, or the employee's regularly scheduled days off, it is considered hours worked. If an employee is scheduled to take commercial transportation, but requests permission to drive his/her car or a state car instead, only the hours that would have been counted if the employee had used commercial transportation shall be counted as time worked.

Example: If an employee regularly works 0900 to 1700 hours, Monday through Friday, the travel time during these hours is counted as work time on Saturday and Sunday as well as on the other days.

h. Work Performed While Traveling. If an employee is required to work while traveling, the time involved must be counted as hours worked. For example, an employee whose job is either to drive a truck, bus, boat, or pilot an airplane, or to ride in such a vehicle as a helper or assistant is working while riding, except during bona fide meal periods or periods in which the employee is permitted to sleep in adequate facilities that the employer furnishes. Passengers in such vehicles are not considered to be working during such trips except during that part of the trip that occurs during the regularly scheduled working hours excluding meal time.

9. CALL BACK TIME.

a. Call Back Credit. (Refer to BU agreements for represented employees.) Department of Personnel Administration (DPA) Rule 599.708 provides for call back credit to excluded employees in WWG 2. The rule provides that an employee, who has completed a normal work shift or is on an authorized day off, when ordered back to work, shall be credited with a minimum of four hours work time, provided the call back to work is without having been notified prior to completion of the work shift, or the notification is prior to completion of the work shift and the work begins more than three hours after the completion of the work shift.

(1) When such an employee is called back under these conditions within four hours of the beginning of a previous call or an additional call is received while still working on an earlier call back, the employee shall not receive an additional four hours credit for the new call back.

(2) When such an employee is called back within four hours of the beginning of the employee's next shift, call back credit shall be received only for the hours remaining before the beginning of the employee's next shift.

b. Examples of Call Back Credit in the Same Workday as Leave Credit Used. Following are examples of call back credit in the same workday as leave credit is used:

(1) An employee who is called back to work during his/her regular shift hours on a day that he/she is officially on leave credit (sick leave, vacation or CTO) shall be credited with a minimum of four hours work time in addition to any leave credits used prior to the time the employee reports for work, (e.g., employee is on a vacation day; regular shift is 0800 to 1700 hours; employee is called back at 1500 hours and works until 1700 hours; employee's time for the workday would be recorded as six hours vacation, two hours regular time and two hours overtime.)

Workday Begins/ Shift Begins	Call Back to Work	Shift Ends/ Return Home	Workday Ends
0800 Hrs. 6/6/2003	1500 Hrs.	1700 Hrs.	0759 Hrs. 6/7/2003
Vacation = 6 Hrs. Call Back = 4 Hrs. Minimum		Regular Time = 2 Hrs. Overtime = 2 Hrs.	

In this instance the leave credits are reduced by the number of hours actually worked during the employee's regular shift because that portion of the leave is officially cancelled upon call back. The remaining two hours of the four-hour minimum is credited as overtime.

(2) Employee's regular shift is 1345 to 2215 hours; he/she uses two hours sick leave from 2015 to 2215 hours. Employee is called back at 0800 hours the following morning which is still within his/her workday.

Workday Begins/ Shift Begins	Shift Ends	Court Appearance	Workday Ends
1345 Hrs. 6/6/2003	2215 Hrs.	0800 Hrs. 6/7/2003	1344 Hrs. 6/7/2003
Regular Time = 6 Hrs. Sick Leave = 2 Hrs.		Call Back Time = 4 Hrs. Min.	

Employee's time for the day would be recorded as six hours regular time, two hours sick leave, and four hours call back. In this instance the call back is outside the regular shift hours. Therefore, leave credits are not officially canceled upon call back and are not reduced.

(3) Employee is on a vacation day; regular shift is 0700 to 1530 hours; employee is called back at 1930 hours and returns home at 2400 hours.

Workday Begins/ Shift Begins	Shift Ends	Call Back to Work	Return Home	Workday Ends
0700 Hrs. 6/6/2003	1530 Hrs.	1930 Hrs. 6/6/2003	2400 Hrs. 6/7/2003	0659 Hrs. 6/7/2003
Vacation = 8 Hrs.		Call Back = 4 1/2 Hrs.		

Employee's time for the day would be recorded as eight hours vacation and four and one-half hours call back. The employee was on an authorized day off (vacation) and the call back was outside the regular shift hours.

c. Call Back Travel. If an employee who has gone home after completing the day's work is called back later to their regular place of work, the travel time is not counted as hours worked. However, if the employee is required to travel to another work site, substantially further than the regular place of work (at least 25 miles), the travel time is counted as hours worked.

d. Examples of Call Back Rule Application. Following are examples of interpretations within the call back rule:

- (1) If an employee is on a normal day off or a holiday and is called back to work, he/she shall be credited with a minimum of four hours call back time.
- (2) If an employee works without interruption beyond his/her normal shift, he/she does not gain four hours call back time; regular overtime provisions apply.

(3) If overtime continues beyond the four-hour call back time, the additional time shall be credited in units of one-quarter hour.

(4) If an employee is called back to work, completes the call back situation, and returns to his/her home only to be called out again more than four hours after receiving the first call, he/she is entitled to an additional four hours of call back time.

DEPARTMENTAL CLASSIFICATIONS ASSIGNED TO
WORKWEEK GROUPS E AND SE

The following departmental classifications are assigned to WWG E:

Accounting Administrator I (Supervisor)
Accounting Administrator II
Accounting Administrator III
Assistant Chief, CHP
Assistant Chief, CHP (Nonuniform)
Assistant Commissioner, CHP, CEA
Business Manager II
Captain, CHP
CEA
Chief of Plant Operations I
Data Processing Manager I
Data Processing Manager II
Data Processing Manager III
Data Processing Manager IV
Deputy Chief, CHP
Director, Television Communications Center (Supervisor)
Food Manager
Graphic Services Supervisor
Information Officer III, CEA
Instructional Systems Engineer
Labor Relations Analyst
Labor Relations Specialist
Lieutenant, CHP
Manager, Motor Carrier Safety Program, CHP
Manager, Transportation Services, CHP
Motor Carrier Specialist II, CHP
Motor Carrier Specialist III, CHP
Personnel Selection Consultant II
Program Manager, Transportation Services (Supervisor)
Research Program Specialist II
Senior Advisor to Governor
Senior Information Systems Analyst (Specialist)
Senior Information Systems Analyst (Supervisor)
Senior Inspector of Automotive Equipment
Senior Management Auditor

Senior Transportation Planner
Staff Administrative Analyst – Accounting Systems
Staff Information Systems Analyst (Supervisor)
Staff Management Auditor
Staff Programmer Analyst (Supervisor)
Staff Services Manager I
Staff Services Manager II (Managerial)
Staff Services Manager II (Supervisory)
Staff Services Manager III
Supervising Personnel Selection Consultant
Systems Software Specialist I (Supervisory)
Systems Software Specialist II (Technical)
Telecommunications Systems Manager II (Managerial)
Training Officer II

The following departmental classifications are assigned to WWG SE:

Chief Counsel I, CEA
Physician and Surgeon
Staff Counsel